



STATE OF MONTANA  
DEPARTMENT OF ADMINISTRATION  
INFORMATION TECHNOLOGY SERVICES DIVISION



Brian Schweitzer  
Governor

# State Of Montana

## Department of

### Agriculture

## Biennial Report

---

**FOR FY2010**

**STATE OF MONTANA**

Should you have any questions or comments regarding this template, or desire additional copies, please contact:

Warren Dupuis  
CIO Support Officer  
Telephone: 406-444-0415  
E-mail: [wdupuis@mt.gov](mailto:wdupuis@mt.gov)  
Website: <http://www.mt.gov/itsd/stratplan/statewideplan.asp>

**INFORMATION TECHNOLOGY SERVICES DIVISION**

Dick Clark, CIO  
Warren Dupuis, CIO Support Officer

May 1, 2010

---

# TABLE OF CONTENTS

<b>EXECUTIVE SUMMARY .....</b>	<b>1</b>
<b>SECTION 1: AGENCY IT PLAN ACCOMPLISHMENTS – GOALS &amp; OBJECTIVES.....</b>	<b>2</b>
<i>1.1 Goals (Taken from 2008 plan and 2009 update).....</i>	<i>2</i>
<b>SECTION 2: IT INITIATIVES STATUS UPDATE.....</b>	<b>7</b>
<i>2.1 IT Initiatives (Taken from 2008 plan and 2009 update).....</i>	<i>7</i>
<b>SECTION 3: ADDITIONAL INFORMATION - OPTIONAL.....</b>	<b>9</b>



## EXECUTIVE SUMMARY

Agriculture is the financial engine that drives Montana's economy, bringing in more than \$2.5 billion in annual receipts plus other benefits to rural communities and our state. One in five Montana workers is employed in agriculture or a related field. All Montanans consume agricultural products.

We are making good progress toward our objective to work with family farmers and ranchers, entrepreneurs, and agriculture-related industries to take advantage of the technological opportunities available to improve the way they do business.

IT plan accomplishments, goals & objectives:

Of the 16 supporting objective/action plans originally proposed, eight have been completed, seven are in progress, and one has been cancelled.

IT Initiatives status update:

Of the six IT initiatives originally proposed, one has been completed and five are in progress.

### Initiatives

Initiative Status	Funded Count	Partially Funded Count	Unfunded Count	Totals
Completed			1	1
Substantially Completed	2			2
Deferred	2			2
Delayed	1			1
Cancelled				
On-going by Design				

### Other Objectives supporting the Agency Goals

Objective Status	Totals
Completed	8
Substantially Complete	2
Deferred	4
Delayed	
Cancelled	1
On-going by Design	1

# SECTION 1: AGENCY IT PLAN ACCOMPLISHMENTS – GOALS & OBJECTIVES

---

## 1.1 Goals

### *Goal Number 1: (taken from 2008 plan and 2009 update)*

**ITG 1** Continue to utilize information technology (IT) to appropriately assist the business processes.

Description: It is imperative that the department continues to provide the agricultural industry with the services they need and want in an efficient and effective manner.

Benefits: The benefits of utilizing IT resources correctly include budget, resources, time and improved services. The beneficiaries are the agency, citizens, and businesses that utilize our services.

Implements State IT Goals/Initiatives By: Promoting best practices

#### **Supporting Objective/Action**

**ITO 1-1** Replace State Grain Lab (SGL) Inspection Software (COTS solution)

Accomplishments: **Annual subscription of Commercial-Off-The-Shelf (COTS) application AgTrax**

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Completed**

#### **Supporting Objective/Action**

**ITO 1-2** Rewrite HAIL Insurance Program

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): **In-House Development**

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Completed**

#### **Supporting Objective/Action**

**ITO 1-3** Enhance Groundwater Monitoring Database

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): **Contracted Development**

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Completed**

### **Supporting Objective/Action**

#### **ITO 1-4      Implement Grant Management System**

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): **Attempted to collaborate with other agencies. Did not work out. Now developing RFP for commercial product. 25%**

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Deferred**

### **Supporting Objective/Action**

#### **ITO 1-5      Implement Content Management System for Department Web Pages**

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): **OpenCMS FREE product is chosen. 30% completed**

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Substantially completed. .**

### **Supporting Objective/Action**

#### **ITO 1-6      Implement Web Based Submission of Biennial Noxious Weed Report Data**

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): **In-House Development, Started Requirements gathering 10%**

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Substantially completed.**

### **Supporting Objective/Action**

#### **ITO 1-7      Evaluate/Implement Remote Capability for Inspections, Investigations and Enforcement**

Accomplishments (describe what the agency has done to achieve this objective, list percentage of

accomplishment e.g. 50%):

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Deferred**

## ***Goal Number 2: (taken from 2008 plan and 2009 update)***

### **ITG 2** Focus on the Agency's Customers

Description: It is imperative the department continues to provide the agricultural industry with the services they need and want in an efficient and effective manner.

Benefits: Improve services by utilizing new technology to reach a larger base as well as provide services efficiently and effectively through the web and other means.

Supports/Implements Agency Goal or Requirement: All

Implements State IT Goals/Initiatives By: Improving the quality of life of Montana citizens and improving government services.

### **Supporting Objective/Action**

#### **ITO 2-1 Dynamic Web Display of Registered Fertilizer Products and Producers**

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): **In-House Development**

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Completed**

### **Supporting Objective/Action**

#### **ITO 2-2 Dynamic Web Display of Certified Organic Entities**

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): **In-House Development**

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Completed**

### **Supporting Objective/Action**

#### **ITO 2-3 Provide Web Based Hail Insurance Applications**

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%):

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Cancelled**



### **Supporting Objective/Action**

#### **ITO 2-4      Web Service for Submitting / Viewing Private Applicator Training Credits**

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): **New web application allows county agents to enter private applicator annual training credits. Collaborative effort with MSU Extension service.**

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Completed**

### **Supporting Objective/Action**

#### **ITO 2-5      Online Registration of Pesticide, Fertilizer, Feed Products and Apiaries**

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): **Reviewed commercially available products, discussed collaboration with Dept of Labor, currently developing business process documents for potential RFP. 5%**

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Deferred**

### **Supporting Objective/Action**

#### **ITO 2-6      Online Registration of Private, Commercial and Government Pesticide Applicators**

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): **Combined into ITO 2-5 above**

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Deferred**

#### **ITG 3      Implement IT Best Practices**

Description: Expand the use of shared resources including personnel and data.

Benefits: Work to reduce the cost of duplicated effort and eliminate duplicated data reducing the incidents of diverged data sets.

Supports/Implements Agency Goal or Requirement: Supports all agency goals.

Implements State IT Goals/Initiatives By: Promoting best practices

### **Supporting Objective/Action**

#### **ITO 3-1      Redundant NetWare Servers**

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): **Purchased new servers**

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Completed**

### **Supporting Objective/Action**

#### **ITO 3-2      Replace Analytical Lab Database Server**

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): **Moved to ITSD hosted database service**

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **Completed**

### **Supporting Objective/Action**

#### **ITO 3-3      IT Staff Development**

Accomplishments (describe what the agency has done to achieve this objective, list percentage of accomplishment e.g. 50%): **Low or No-cost Online Training classes and webinars, Local IT conferences**

Status (completed, substantially completed, deferred, delayed, cancelled, or on-going): **On-going**

## SECTION 2: IT INITIATIVES STATUS UPDATE

Complete this section by copy and pasting the IT Initiatives listed in section 7.1 of your agency's 2008 plan. After each initiative, insert the two additional questions for status and funding. Answer these two questions.

---

### 2.1 IT Initiatives *(Taken from 2008 plan and 2009 update)*

**Title:** Groundwater System Enhancement (ITO 1-3)

**Description:** Implement investigative and corrective processes and software to enhance the stability and accuracy of the Groundwater Monitoring Database. Estimated cost \$60,000.

**EPP Number (if applicable):**

**Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):**  
**Completed**

**Funding (funded, not funded, or partially funded):** **Unfunded**

**Title:** Grant Management System (ITO 1-4)

**Description:** Growth Through Agriculture, Noxious Weeds, and Trade Show Assistance grants would all use this system to manage application, application review, scoring and ongoing submittal processes. Estimated cost \$60,000.

**EPP Number (if applicable):** 1504

**Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):**  
**Delayed -- Cancellation of the project by a collaborating agency put the project behind schedule.**

**Funding (funded, not funded, or partially funded):** **Funded**

**Title:** Web Content Management (ITO 1-5)

**Description:** System to manage the Department's web page content. Currently the agency static web page content is handled manually by the web master. A web content management system would permit the pages to be updated more frequently with current content. Estimated cost \$50,000.

***EPP Number (if applicable):*** 1505

***Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):***  
**Substantially completed**

**We chose to implement OpenCMS, a freely available product, rather than purchasing. OpenCMS is also used by FWP thereby providing an opportunity for inter-agency collaboration and support.**

***Title:*** Web Based Agricultural Product Registration (ITO 2-5)

***Description:*** Currently all products (Feed, Fertilizer, Pesticides and Apiaries) are registered with the department utilizing paper forms. All data entry is performed by the agency, which represents a duplication of effort. This initiative would provide the registrant the option of registering their products or apiaries over the internet. Estimated cost \$120,000.

***EPP Number (if applicable):*** 1506

***Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):***  
**Deferred**

***Funding (funded, not funded, or partially funded):*** **Funded**

***Title:*** Web Based Pesticide Applicator License Renewal (ITO 2-6)

***Description:*** Enable current licensed pesticide applicators to renew their licenses over the internet rather than by mail. Projected FY 2012.

***EPP Number (if applicable):*** 1502

***Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):***  
**Deferred [rolled into Web Based Agricultural Product Registration (ITO 2-5)]**

***Funding (funded, not funded, or partially funded):*** **Unfunded**

***Title:*** Electronic Onsite Inspection (ITO 1-7)

***Description:*** Existing agricultural inspection of various pesticide, fertilizer and feed facilities are hard copy based. This initiative would provide portable devices to inspectors enabling them to complete the data entry to the tracking database in Helena, providing the inspector with the ability to complete any inspection including those where violations are encountered and embargo forms must be printed. Projected FY 2013.

***EPP Number (if applicable):*** N/A

***Status (completed, substantially completed, deferred, delayed, cancelled, or on-going):***  
**Deferred [rolled into Web Based Agricultural Product Registration (ITO 2-5)]**

***Funding (funded, not funded, or partially funded):*** **Unfunded**

## SECTION 3: ADDITIONAL INFORMATION - OPTIONAL

Other types of information that your agency may wish to report as accomplishments or challenges related to achieving the Goals, Objectives, and Initiatives outlined in your 2008 IT plan.